

UNITED STATES DEPARTMENT OF STATE

Bureau of Educational and Cultural Affairs

Office of Academic Exchange Programs

WASHINGTON FELLOWSHIP FOR YOUNG AFRICAN LEADERS

Reference Number: ECA-ECAAE-14-001

Project Objectives, Goals, and Implementation (POGI)

The POGI guidelines apply specifically to the Request for Grant Proposal (RFGP) issued by the **Office of Academic Exchange Programs** for the **Washington Fellowship for Young African Leaders**. Proposals must conform to the RFGP, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the standard guidelines outlined in the PSI. If there is a perceived disparity among the PSI, the POGI, and RFGP, the RFGP is to be the dominant reference.

The deadline for this open competition is **August 23, 2013**. **All respondents to this RFGP must contact ECA to obtain additional information before beginning an application submission. Please contact Britta Bjornlund at (202) 632-3342; email: BjornlundBS@state.gov.**

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SECTION 1.

PROGRAM OVERVIEW

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State invites proposal submissions for the design and implementation of the Washington Fellowship for Young African Leaders for up to 500 young leaders from Sub-Saharan Africa. The main components of the program in 2014 include six-week intensive academic programs conducted by U.S. institutions of higher education on their campuses, a Summit for all participants in Washington D.C., and follow-on internships for 100 program participants. Please note that future iterations of the program may include up to 1,000 young leaders per year; applicants should demonstrate their ability to expand the program to this level.

The Washington Fellowship for Young African Leaders should engage the next generation of African leaders in an intensive academic program focused on a particular theme while also allowing them to gain hands-on community service and leadership skills and to build a network of peers and others across the African continent and within the United States. A limited number of Fellows will also participate in a two-month internship which will provide a hands-on work experience and an opportunity to develop leadership skills and a professional network.

All aspects of the program, including the academic study, leadership training, community service, cultural enrichment, internships, and the Summit, should be integrated and should illuminate the Institute themes of business and entrepreneurship, civic leadership, and public management. The conception and structure of program is the responsibility of the recipient. While academic host institutions' programs may include some variation in sub-topics and approaches, the recipient will be responsible for overall coordination and for ensuring consistency of quality and content among all the Institutes, so that participants have a comparable and equally productive experience. It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the recipient and/or host institutions as well as the Summit and internships will work together to achieve the objectives of the Washington Fellowship for Young African Leaders. The Department of State will review the proposal based on its completeness, coherence, clarity, and attention to detail, and against each of the criteria stipulated in the RFGP.

Proposals should describe in detail the capacity of the applicant to fulfill all requirements of the RFGP and POGI. Proposals should include a detailed and specific recruitment and selection plan and offer specific strategies for placement of fellows at appropriate host institutions and at appropriate internships. Proposals should include, as appendices, information on the proposed host universities and colleges, and include Institute draft curriculum, schedules, principal staff, and detailed budgets including cost-share. Proposals should also address the applicant's regional, exchange or other expertise that would contribute to successful administration of the program. Accommodations and logistics should also be explained in detail in the proposal.

STATEMENT OF WORK

A. Recipient Responsibilities:

1. Provide overall coordination and management of the Washington Fellowship for Young African Leaders;
2. Design and oversee 20 six-week academic Institutes at host campuses throughout the United States for groups of 25 fellows each. Note: Each host university or college may host one or more Institutes;
3. Identify host campuses and issue guidance on the development of curricula and other activities to ensure consistency and quality across all Institutes. **Please note that applicants must contact Britta Bjornlund at (202) 632-3342; email: BjornlundBS@state.gov for a list of host institution partners that have pre-committed to participate in this project and that have an ability to provide substantial cost-share. Applicants are encouraged to include these partners as host institutions where possible.**
4. Provide and monitor sub-awards, as necessary, with the selected host institutions to conduct the Institutes;
5. Design and oversee an eight-week, follow-on internship placement program for 100 participants, selected in advance from among the Washington Fellows.
6. Develop an online application and applicant and participant database system;
7. Develop recruitment and selection procedures that include a merit-based, open competition process for applicants. The award recipient will work closely with ECA on the development and implementation of selection criteria and keep ECA and the interagency working group at posts informed about the application review process;
8. Manage the final participant selection process for both the Institutes and the follow-on internships, in coordination with ECA and the interagency working group at posts; ECA will coordinate review by other USG stakeholders and will provide approval of all selections;
9. Issue participant DS-2019 forms for this program for application for participant J-1 visas;
10. Enroll the participants in the ECA-sponsored accident and sickness health benefits program (ASPE) for the duration of the program and issue a health benefits identification card for each participant;
11. Manage fellow placement at host universities, in cohorts by theme;
12. Manage fellow placement at internship sites;
13. Maintain and regularly update the participant database of participants, always ensuring to protect personally identifiable information;
14. Create pre-departure materials for all participants for use at U.S. embassy pre-departure orientations and/or develop virtual pre-departure sessions;
15. Provide syllabi and program calendars to ECA for all Institutes and for all internships;
16. Provide programmatic and administrative management of the Institutes, internships, and Summit, including ongoing oversight of selected host institutions, selected internship hosts, and continual monitoring of participants;
17. Coordinate, in conjunction with host institutions (Institutes and internships) logistical and administrative arrangements for participants such as pre-departure information, airport pick-up and drop-off, lodging and meals, domestic travel, any medical treatment, management of any special circumstances or emergencies in consultation with ECA, and the disbursement

- of program funds;
18. Conduct an evaluation that links outcomes of the program to stated program goals and objectives to ensure that all Institutes and internships meet comparable and high levels of quality in fulfilling program goals;
 19. Organize, staff, and coordinate a three-day Summit in Washington, D.C., for all participants at or near the end of their academic Institutes (500 participants in the summer of 2014);
 20. Develop and implement, in coordination with ECA, a media outreach effort to publicize the program;
 21. Liaise with USAID in the development of follow-on alumni activities and provide USAID with participant database information;
 22. Establish, maintain, and provide content for a Washington Fellows and associated websites;
 23. Manage all ECA funds for this activity, including submitting required quarterly and final financial reports to ECA by the established deadlines;
 24. Submit weekly updates to ECA during main program activities, as well as required quarterly and final program reports by the established deadlines and other ad hoc reporting as appropriate; and
 25. Inform and consult ECA about the administration of the program, any program or participant related problems or deficiencies, and the progress of necessary action.

B. Department of State Responsibilities:

1. Provide list of host institution partners that have pre-committed to participate in this project and that have an ability to provide substantial cost-share;
2. Provide advice and assistance to the recipient staff and sub-recipient/Institute staff as well as internship partners;
3. Review Institute agendas and curricula and provide input;
4. Review internship plans and provide input;
5. Oversee all communications with participating U.S. embassies and consulates, regarding the recruitment and selection of participants and other aspects. ECA and other U.S. government entities will be involved in the selection process and will approve final selection. It is anticipated that U.S. embassies in country will interview a slate of finalists.
6. Arrange for and purchase international round trip travel for participants and disburse travel allowances prior to departure to the United States;
7. Monitor the program through regular communications with the recipient and through site visits in the United States;
8. Collaborate on publicizing the program and approve all promotional materials;
9. Approve the final selection of sub-recipients (academic host institutions);
10. Approve the final selection of internship hosts;
11. Approve the final selection of fellows and fellow placement;
12. Approve the final selection of intern fellows and internship placements; and
13. Collaborate on planning and implementing the closing Summit in Washington, D.C.

SECTION 2.

PROGRAM SPECIFIC GUIDELINES

A. Program Dates

The program will take place in summer 2014. Each Institute should be approximately six weeks in length. The Institutes should begin and end on approximately the same dates to coordinate with the timing of the Summit in Washington, D.C. Follow-on internships should start immediately following the Summit, and should last up to two months.

B. Program Administration

Proposals should include a staffing pattern that details how staff will fulfill responsibilities. The recipient must designate a **project director** to oversee all aspects of this complex program. The project director will coordinate logistical and administrative arrangements, ensure a fair and transparent recruitment and selection process, ensure an appropriate level of consistency among the different host institution programs, oversee the Summit, and oversee the internships, among other duties. The project director will serve as the principal liaison between ECA and the host institutions and as ECA's primary point of contact. The recipient should also identify an **internship coordinator** who will oversee all aspects of the internship component of the program.

The program model for this initiative includes identification by the recipient of **academic directors** at each host institution, who will be present throughout the Institutes in their entirety to ensure the continuity, coherence, and integration of all aspects of the academic program. The academic director will plan and implement the programs, oversee the day-to-day management, monitor program participants and report to the recipient. In addition, **administrative directors** or coordinators should be identified by each host institution to oversee all student support services, including supervision of the program participants, budgetary, logistical, and other administrative arrangements. Other staff should be designated as appropriate.

Institutes should be comprised of no more than 25 fellows. Host campuses may host more than one Institute, but should maintain cohorts of no more than 25 fellows for core classroom activities.

Data Management: The recipient should have the capacity to develop a database to electronically maintain applicant and participant data. All statistical information gathered and compiled by the recipient on the program participants should be electronically transferable to the databases maintained by ECA. Therefore, each applicant must confirm that its system for collecting and storing data on participants is compatible with ECA's systems.

C. Participants

Each Institute will host up to 25 fellows. Fellows should be recruited from throughout Sub-Saharan Africa. A final list of eligible countries will be determined by the Department of State.

Fellows will be highly motivated young professionals who have demonstrated leadership through academic work, community involvement, professional careers, and extracurricular activities. They will be between the ages of approximately 25 and 35, with consideration given to exceptional candidates below 25 years of age, and should have an interest in the project theme, in learning more about the United States, and in developing skills and a professional network in their professional field. Every effort should be made to select a balanced mix of male and female participants, and to recruit participants who are from non-elite or underprivileged backgrounds, who are from both rural and urban sectors, and who have had little or no prior experience in the United States or elsewhere outside their home country. All participants will have strong English language proficiency.

D. Application Screening and Selection Process

The recipient should have a comprehensive and detailed plan for the recruitment, selection, and placement of all participants. Recruitment should be done through an open, merit-based competition. The recipient should design an application form that would be posted on the Young African Leaders Initiative (YALI) website. Applications should include an essay in which the applicant will explain how they will use the experience upon their return home. Each applicant should also have the option of applying for the follow-on internship component and this should be captured in the application form. Each application should include an essay, an action plan, rank list of preferred Institute, two letters of reference, academic transcripts (if applicable), and a birth certificate or other evidence of date of birth.

Criteria for applicants:

- Be a citizen of and reside in a sub-Saharan African country. Persons holding U.S. citizenship or permanent residency are ineligible.
- Speak, read, and write proficiently in English.
- Be age 25-35 at the time of application submission, although exceptional candidates younger than 25 may be considered;
- Have a proven record of leadership and accomplishment in public/government service, business or entrepreneurship, or civic engagement;
- Demonstrate a commitment to public or community service, volunteerism, or mentorship; and
- Be committed to return to Africa and contribute skills and talents to build and serve their communities.

The recipient should conduct a technical review of all applications received for eligibility and completeness. The recipient should use a transparent, merit-based review process, with clearly identified criteria for assessing the applications. A finalist list should be sent to U.S. embassies in country for the conduct of interviews and final comments. ECA will provide final approval of participants. An outline of this process and a draft application form should be submitted in the proposal appendices.

E. Academic Institutes

The academic Institutes should:

- Be designed around one of three themes: Business and Entrepreneurship, Civic Leadership, and Public Management, and contribute to a deeper understanding of the United States. The program should not replicate an existing lecture course, survey, or seminar designed for U.S. students. Institutes on each of the three themes should be represented in roughly equal proportion across the 20 Institutes (i.e. 7, 7, 6).
- Consist of a carefully integrated series of lesson plans, guest speakers, discussions, site visits, individual and group classroom activities, and reading assignments. Sessions should be interactive and allow ample time for the exchange of views among participants and presenters.
- Expose participants to a variety of presenters representing diverse backgrounds, viewpoints, and occupational fields on the topics and issues to be explored.
- Include at least one **leadership training** session per week that should serve to both develop and enhance participants' leadership and collective problem-solving skills, and inspire participants to apply them. These workshops should be creative, highly interactive, and team-oriented. They should require input and contribution from all participants, and provide students with basic leadership skills.
- Explore the concept of **community service** and the importance that Americans place on volunteerism by including at least one hands-on volunteer activity per week during the six-week program with a local nonprofit or community organization. The community service component should be related to the Institute theme, where possible.
- Include day trips or optional weekend excursions, designed to reinforce the academic curriculum, to locations including government offices (meetings with executive representatives, legislators, and judicial representatives), think tanks, non-governmental organizations, historical sites, schools, places of worship, museums, newspapers, etc.
- Be intensive, yet leave sufficient free time for pursuing individual interests, socializing with fellow participants and American students, exercising, and rest. The program schedule should also include adequate time for reading and preparation of class assignments. ECA encourages supervised cultural and weekend activities (such as group nights at the theater, concerts, sporting events, and city tours) that offer the students opportunities to experience the diversity of the United States, while fostering group cohesion.
- Provide ample opportunities to attend informal and formal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds. In addition, programs should include a structured way for participants to present on their country's history and culture to a diverse group of Americans.
- Cover all logistics including providing participants with administrative and academic orientations to the United States and to the host institution campus. Participants should be

fully briefed on the administrative details of the program, including campus and local resources, security, medical problems, houses of worship, and meals.

- Include an academic orientation that will provide participants with a concise overview of the program, including principal objectives and major themes. The academic director should also use this opportunity to discuss guidelines for class participation that encourage active participation by all class members, respect for the views of other participants, concise comments and questions that keep the students on-topic, and other ground rules that will promote effective class discussion throughout the program.
- Include all transportation, housing and meal arrangements.

F. Summit

The Summit should:

- Take place in Washington D.C. over the course of three days;
- Allow participants from all 20 Institutes to interact and share with each other, both formally and informally;
- Incorporate discussions or interactive sessions on cross-cultural issues and relevant topics;
- Include appropriate workshops, seminars, and site visits that further complement and reinforce the academic themes explored during the program; including those related to science and technology;
- Include scheduled time, if appropriate, to meet with participants' home country ambassadors or other representatives to discuss professional initiatives and facilitate support upon returning to the participant's country of residence;
- Allow participants the opportunity to interact with senior U.S. government, business, and civic leaders;
- Address alumni and follow-on activities, in consultation with ECA and USAID, for all participants; and
- Include all housing and meal arrangements.

Please note: The White House, State Department and other U.S. government representatives will take an active role in the planning and implementation of this Summit.

G. Internships

The Internships should:

- Be eight weeks long; proposed shorter successive internships will be deemed less competitive in the proposal review under the Quality of the Program Plan and Ability to Achieve Program Objectives criterion;
- Take place immediately following the Summit;
- Take place at a relevant NGO, business, university or governmental agency;
- Be substantive and appropriate and tie into the fellow's Institute theme or professional interest;
- Be planned and implemented for 100 of the 500 fellows; up to 10 fellows may be placed at one institution, depending on the size of the organization;
- Include all housing and meal arrangements and transportation requirements;
- Take place with partners throughout the United States and should represent a diverse set of experiences; and
- Include a U.S. mentor at the host internship site who will oversee and monitor the fellow and the internship itself.

H. Logistical Considerations

- The recipient should plan to process participant **Medical Forms** that will be provided by ECA and program **Terms and Conditions** documents which will be signed by participants, and notify ECA of any potential issues or concerns.
- **Housing and meal** arrangements are an important dimension of program planning and must be discussed in detail in the proposal. In general, during the six-week academic Institutes, participants should be housed on campus in university dorms or similar designated university housing. The proposal should indicate options for housing, including with American roommates if feasible. If possible, participants should have access to kitchen facilities, either in their own rooms or in a common room. A combination of a cash allowance for food, which will permit them to cook or eat at local restaurants, combined with a cafeteria meal plan, is strongly recommended. During the internships, appropriate housing and meals must also be arranged. During the Institutes and internships, housing should be easily accessible to the classroom and/or internship site and, ideally, within walking distance. During the Summit, participants may be asked to share double rooms at Washington, DC area hotels. To the extent permitted by budget limitations, participants may receive up to the U.S. government per diem rate for meals and incidental expenses at the various program locales. See <http://www.gsa.gov/perdiem> for current U.S. government per diem rates.

- **Pre-departure orientations** should be organized for all participants and materials should be available to participants at least eight weeks before the start of the program. For participants who do not have Internet access, the recipient or host institution should make arrangements to send hard copies of these materials by express mail to the respective U.S. embassy or directly to the participants, as appropriate.
- **Evaluations** should be conducted on a regular basis to ensure that academic, administrative, and personal problems are acted upon promptly. At the conclusion of the Institute, a formal evaluation session should permit participants to comment on all aspects of the program.

Please note: All participants will be required to return to their home countries immediately upon the conclusion of the program (either after the Summit, or Internships). Travel to visit family or friends elsewhere in the United States will NOT be permitted *before, during, or after* the program, including on unscheduled weekends during the academic residency period. Family or friends may be permitted to visit the participants while the latter are in residence at the host institution or internship placement, at the discretion of the recipient and in consultation with ECA, provided that such visits will not prove disruptive to the program. At no time will family or friends be permitted to accompany the participants during scheduled program activities, whether such activities are mandatory or optional. Institute staff should arrange to escort all participants to airports for their return travel, and to remain at the airport until the students have checked in and entered the security departure area.

H. Alumni Outreach and Follow-on Activities

The Department of State will facilitate continued engagement by program participants in alumni activities. Ideally, the young leaders will return home with new ideas, expanded contacts, and action plans for future months. ECA's Office of Alumni Affairs will work with the State Department's Bureau of African Affairs and USAID to facilitate follow-on communication and activities with participants and with U.S. missions abroad. This may include a website that will allow previous and new YALI exchange participants to interact, encourage joint projects, professional collaboration and further networking. Fellows will be asked to make a "Mentoring Pledge" to mentor at least three young African leaders in their communities. **Applicants for this award should state their willingness and ability to coordinate with USAID and other government entities to help facilitate fellows' follow on activities in their home countries.**

SECTION 3.

BUDGET

All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the ECA. This program model is based on significant cost-sharing from the non-governmental sector. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

In order, the budget should include a 1) summary budget; 2) comprehensive line-item budget; 3) budget narrative; and 4) separate budgets for sub-awardees. Please note that the forms required with your application are not a replacement for this budget information.

A. The summary budget should clearly indicate the following:

	ECA	Cost Sharing	Total
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

B. The comprehensive, line-item budget should include both administrative and program costs for the recipient. Applicants are urged to be as detailed and specific as possible, adding line items if needed.

Item	ECA Request	Cost Sharing	Total Budget
I. ADMINISTRATIVE COSTS			
A. Direct costs (<i>Salaries, benefits, support services and staff</i>)			
1. Salaries			
a. Person One (<i>Name and title</i>)			
b. Person Two			
c. <i>Add as many lines as necessary</i>			
2. Fringe Benefits			
a. Person One			
b. Person Two			
c. <i>Add as many lines as necessary</i>			
B. Other Direct Expenses			
Subtotal of Direct Costs			
C. Indirect Costs			
Total Administrative Costs			
II. PROGRAM COSTS			
A. General Program Costs (<i>costs that do not vary according to the number of participants</i>)			
1. Institute Costs			
a. Cost One			
b. Cost Two			

Item	ECA Request	Cost Sharing	Total Budget
<i>c. Add as many lines as necessary</i>			
2. Summit Costs			
a. Summit Cost One			
b. Summit Cost Two			
<i>c. Add as many lines as necessary</i>			
3. Internship Costs			
a. Internship Cost One			
b. Internship Cost Two			
<i>c. Add as many lines as necessary</i>			
4. Sub-Awards			
a. Sub-award One			
b. Sub-award Two			
<i>c. Add as many lines as necessary</i>			
5. Other Cost Categories as necessary			
Sub-total Section II A			
B. Per Participant Program Costs			
1. Institute Costs			
a. Cost One			
b. Cost Two			
<i>c. Add as many lines as necessary</i>			
2. Summit Costs			
a. Summit Cost One			
b. Summit Cost Two			
<i>c. Add as many lines as necessary</i>			
3. Internship Costs			
a. Internship Cost One			
b. Internship Cost Two			
<i>c. Add as many lines as necessary</i>			
4. Other cost categories as necessary			
Sub-total Section II B			
C. U.S. Domestic Travel (Air, Rail, Bus)			
<i>NOTE: All U.S. domestic flights must be on a U.S. carrier, when possible. This applies to participants, university escorts, guest speakers and program grantees. Specific information on this is available in the attached PSI. Please list staff, participant, and guest speaker travel expenses separately by event (i.e.: the Washington D.C. Summit or site visits).</i>			
1. Travel Cost 1			
2. Travel Cost 2			
3. <i>add lines as necessary</i>			
Sub-total Section II C			

Item	ECA Request	Cost Sharing	Total Budget
Total Program Costs (Section II - A, B, and C)			
Total Institute Costs (Sections I and II)			

C. The budget narrative should explain how all costs were calculated and the rationale for including them in the budget.

D. Separate budgets for sub-awardees should be included. To ensure consistency, all sub-awardees should use the sub-awardee **sample budget template** which is provided as a separate PDF document in the solicitation materials. An editable version of this sample budget is available via email from the ECA Program Contact. Sub-awardee ECA funding requests may not exceed \$4,000 per participant.

5. **The sub-awardee budget narratives** should concisely explain how costs were calculated and the rationale for including them in the budget. Each sub-awardee budget should be accompanied by a budget narrative.

SECTION 4.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and ECA regulations and guidelines and forwarded to ECA grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department or U.S. Government elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the ECA's Grants Officer. ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed according to the criteria stated in the RFGP.

An overview of the ECA grants process can be found at <http://eca.state.gov/organizational-funding>

SECTION 5.

APPLICATION SUBMISSION

A. Proposal Contents

You should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for you to meet with reviewing officials, the proposal should respond to the criteria set forth in the RFGP and other guidelines as clearly as possible.

Your proposal should address succinctly, but completely, the elements described below and must follow all format requirements. Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from ECA, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In twenty double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (orientation, academic component, cultural program, participant monitoring, lessons learned)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission

1. Budget Information – Non-Construction Programs (SF-424A)
2. Detailed Budget

3. Sub-Award Budgets
4. Budget Narrative

TAB E

Institute Schedules or Agendas, and Reading Lists

Internship Letters of Commitment

Recruitment and Selection Plan

Draft Fellows Application Form

Letters of Endorsement

Resumes

Resumes of all staff should be included in the submission. No resume should exceed two pages.

TAB F

1. SF-424B, "Assurances - Nonconstruction Programs".
2. First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from ECA during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: ECA retains the right to ask for additional documentation of those items included on this form.

3. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to interim and final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the

Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4. Include other attachments, if applicable, i.e. the SF-LLL form, etc.

B. Application Submission

The Request for Grant Proposal provides detailed instructions regarding submitting your proposal. For further information regarding this program contact **Britta Bjornlund at (202) 632-3342; email: BjornlundBS@state.gov.**